

# CHECKLIST: APPLICATION FOR PROVISIONAL [New School] CERTIFICATE OF APPROVAL [COA]

Name of School \_\_\_\_\_

School Contact Person \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_ I. Colorado Private Occupational School Application to Operate [notarized] C.R.S. 12-59-108(1)
- \_\_\_ A. The required fee C.R.S. 12-59-108(g)
1. \$1,500
  2. \$1,000 (Additional campus)
- \_\_\_ B. A proposal outlining the method of determining the amount of the surety bond as required by C.R.S. 12-59-115(3). C.R.S. 12-59-109(1)
- \_\_\_ C. A surety bond or bonding instrument as required by C.R.S. 12-59-115, properly executed in the amount set forth in the proposal C.R.S. 12-59-106(1)(b), C.R.S. 12-59-108(f)
- \_\_\_ D. A current balance sheet **including pro forma** for new school, a current income statement [school itself and parent firm, if applicable].
- \_\_\_ E. **Current** Safety Inspection, showing NO violations. [e.g., local fire department report, Certificate of Occupancy, Proof of Insurance.]
- \_\_\_ F. A copy of any franchise agreement, if applicable
- \_\_\_ G. A list of other locations where training is offered, if applicable
- \_\_\_ H. The name and Colorado **physical** address [not P.O. Box)] other than the school address, of the required **designated** agent upon whom **legal process may be served**
- \_\_\_ I. Copies of current advertisements and other promotional materials
- \_\_\_ J. A description of the school's placement assistance, if applicable
- \_\_\_ K. A copy of the school's catalog
- \_\_\_ L. Copies of the school's enrollment agreement [and credit instruments, if applicable]
- \_\_\_ M. Facilities Lease with landlord/tenant signatures\_\_\_\_, beginning date\_\_\_\_, and ending date\_\_\_\_.
- \_\_\_ N. Information regarding type of business, **check one:**
- \_\_\_ If a *sole proprietorship*, include the name\_\_\_\_, home address\_\_\_\_, phone number\_\_\_\_, and title of position\_\_\_\_.
- \_\_\_ If a *partnership*, include a list with the name\_\_\_\_, home address\_\_\_\_, phone number\_\_\_\_, and title of position of each partner/owner\_\_\_\_. Indicate which, if any, maintains controlling interest in the school\_\_\_\_.
- \_\_\_ If a *corporation or Limited Liability Company*, include a list with the name\_\_\_\_, home address\_\_\_\_, phone number\_\_\_\_, and title of each corporate officer/member\_\_\_\_. In addition, attach a list showing the same information on any stockholder(s) having a controlling interest in the school. **Include a copy of:**
- \_\_\_ Articles Of Incorporation, and
- \_\_\_ Current Certificate of Good Standing

**New schools with Out-of-State corporations, include:**

- \_\_\_ Certificate of Authority to transact business in the State of Colorado

- \_\_\_ II. In-State Agent Permit Application(s) [notarized] \_\_\_\_\_ w/ required agent fee (\$150 per agent) \_\_\_\_\_
- \_\_\_ III. A. Current faculty list on file\_\_\_\_
- B. All instructor approvals properly documented showing required educational & occupational experience\_\_\_\_
- C. Has a background check been completed for any instructors that teach minors (under 16)?\_\_\_\_
- \_\_\_ IV. Proposed Program and/or Stand Alone Courses submitted for approval
- \_\_\_ Evaluator Reports (if applicable)
- \_\_\_ V. Supervisory Onsite Visit completed by DPOS: \_\_\_\_\_
- Date

Comments: \_\_\_\_\_

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DPOS Program Specialist: \_\_\_\_\_